Australian Government
Australian Taxation Office

Single Touch Payroll

Employers info pack

April 2017

Version 1.0

In this pack you will find:

1. Information to help you get ready

2. Information for employers

3. What Single Touch Payroll will mean for employees

ato.gov.au/singletouchpayroll   singletouchpayroll@ato.gov.au

1. Information to help you get ready

Single Touch Payroll is a government initiative to streamline business reporting obligations. When an employer pays their employees under Single Touch Payroll the payroll information will be sent to the ATO from their payroll solution.

Single Touch Payroll is coming

› Employers with 20 or more employees will need to start reporting through Single Touch Payroll from **1 July 2018**.

› Employers will report salary or wages, pay as you go (PAYG) withholding and super guarantee information to the ATO when they pay their employees.

› To determine if they are required to report through Single Touch Payroll, employers will need to do a **headcount** of their employees on **1 April 2018**.

› An employer may have the option to invite their employees to complete *Tax file number (TFN) declaration* and super *Standard choice* forms online.

› Payroll software will need to be updated to a version that supports Single Touch Payroll.

› Employers can begin to report through Single Touch Payroll from 1 July 2017 if their software is Single Touch Payroll enabled.

› If you report payroll and super information to the ATO on behalf of clients with 20 or more employees, you should be thinking of ways you can support those clients to report through Single Touch Payroll.

› We are here to help. We will provide help and support to assist you through this transition. Please contact us if you need more information.

We are working with tax professionals

We are working with tax professionals through our working groups to take a collaborative approach to Single Touch Payroll from design to deployment.
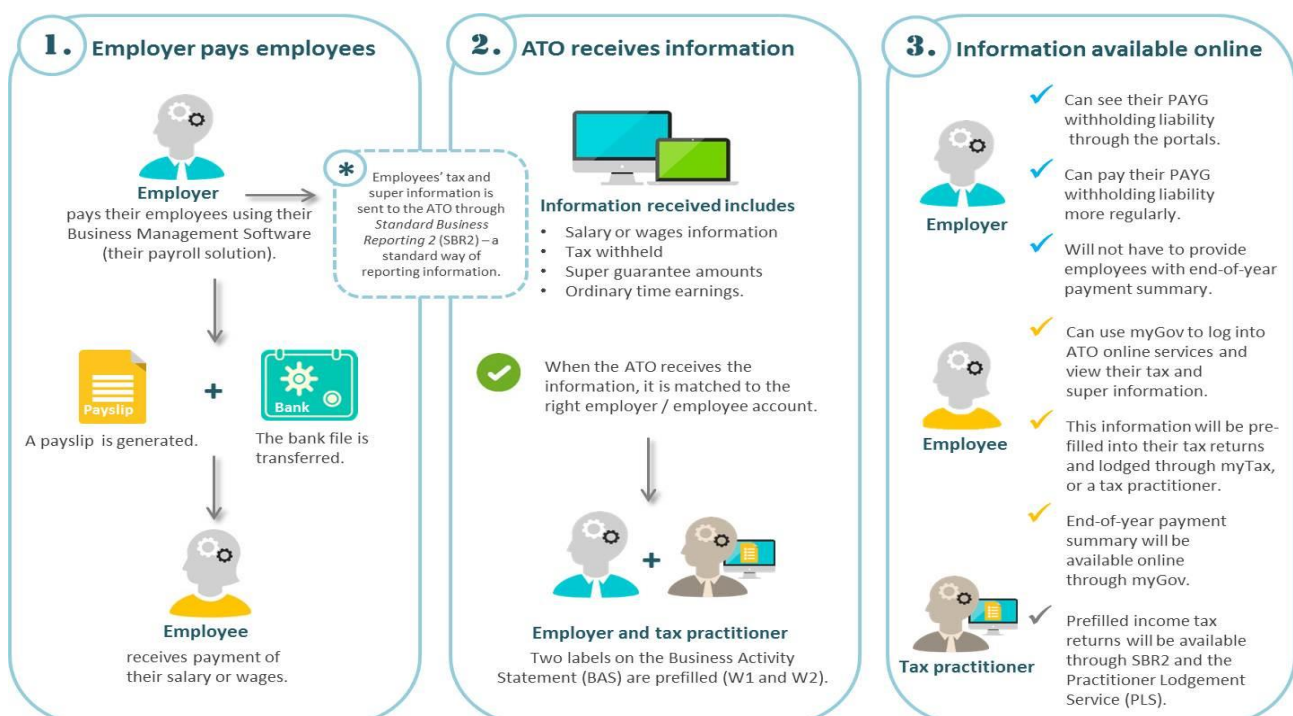
We are working closely with industry representatives to provide accurate, timely and consistent information.

We are also taking part in regular industry forums and events.

We conducted a pilot with small businesses (19 or less employees), solution providers and tax practitioners, to better understand the impacts and benefits of Single Touch Payroll.

How Single Touch Payroll will work
Employers, employees and tax professionals

1. Employer pays employees

Employer pays their employees using their Business Management Software (their payroll solution).

* Employees' tax and super information is sent to the ATO through *Standard Business Reporting 2* (SBR2) – a standard way of reporting information.

A payslip is generated. + The bank file is transferred.

Employee receives payment of their salary or wages.

2. ATO receives information

Information received includes
- Salary or wages information
- Tax withheld
- Super guarantee amounts
- Ordinary time earnings.

When the ATO receives the information, it is matched to the right employer / employee account.

Employer and tax practitioner
Two labels on the Business Activity Statement (BAS) are prefilled (W1 and W2).

3. Information available online

Employer
- Can see their PAYG withholding liability through the portals.
- Can pay their PAYG withholding liability more regularly.
- Will not have to provide employees with end-of-year payment summary.

Employee
- Can use myGov to log into ATO online services and view their tax and super information.
- This information will be pre-filled into their tax returns and lodged through myTax, or a tax practitioner.
- End-of-year payment summary will be available online through myGov.

Tax practitioner
- Prefilled income tax returns will be available through SBR2 and the Practitioner Lodgement Service (PLS).

2. Information for employers

We understand you will need support to transition to Single Touch Payroll. Here is some information to help you.

Direct payroll reporting

Single Touch Payroll will streamline business reporting obligations and make it easy for third parties and employers to report payroll and super information electronically to the ATO.

When employers complete their normal payroll process, their employees' salary or wage amounts, pay as you go (PAYG) withholding and super guarantee information will be sent to the ATO.

Superannuation reporting

Information will be sent to the ATO when an employer pays an employee's super guarantee contributions to their nominated fund.

Streamlined reporting

Single Touch Payroll will align an employer's reporting with their natural business cycle process (for example - when they run their payroll).

Salary or wage information and PAYG withholding amounts reported through Single Touch Payroll will be pre-filled into the employer's BAS. Employers or their tax practitioner will still have the ability to adjust or correct information in their BAS.

Online forms for new employees

New employees may have the option to complete *TFN declaration* and super *Standard choice* forms online and most information will be pre-filled and validated. This will reduce data entry and validation errors.

Employee end-of-year pay information

Employers who report employee details through Single Touch Payroll will not have to provide those employees with *Payment summaries* at the end of financial year. They also won't be required to provide the ATO with a *Payment summary annual report* for those employees.

Employers will need to notify the ATO when the *Payment summary* data is considered final.

The ATO will make that information available to employees and their tax professionals through ATO Online services in myGov, and as pre-filled information in their tax returns.

The ATO will provide assistance to those employees who have difficulty accessing information online.

Social media messages

Associations may wish to include Single Touch Payroll in their social media messages to members.

Please contact us if you want more support, or tailored messages for your audience.

If you have 20 or more employees you should start thinking about Single Touch Payroll. You'll be required to report payroll and super information to the ATO using a Single Touch Payroll enabled payroll solution from 1 July 2018. Visit ato.gov.au/singletouchpayroll for more information.

Have 20+ employees? Find out what you need to do to prepare for #SingleTouchPayroll @ ato.gov.au/singletouchpayroll

3. What Single Touch Payroll will mean for employees

If an employer reports to us through Single Touch Payroll, their employees can see more of their tax and superannuation information online. The benefits to employees include:

More information online

Employees can access more timely tax and super information online through ATO Online services in myGov.

A secure myGov account lets individuals link a range of Australian Government services and access them all in one place.

Year-to-date and end-of-year picture

Employees will be able to see their year-to-date salary or wage amounts, the tax that has been withheld and their super entitlements through their ATO Online services account in myGov throughout the year.

This includes the end-of-year information usually included in their *Payment summary*.

Pre-filled commencement forms

Employees may have the option to complete pre-filled *Tax file number declaration* and superannuation *Standard choice* forms electronically when they start a new job.

CONTACT US

If you need more information, we can help.

Visit us
ato.gov.au/singletouchpayroll

Email us
singletouchpayroll@ato.gov.au